



*The Commonwealth of Massachusetts*  
**Berkshire County Retirement System**  
*29 Dunham Mall*  
*Pittsfield, MA 01201*



*Tel. 413-499-1981*

*Fax 413-445-7990*

## **Berkshire County Retirement System**

**Position Title:** Retirement Coordinator

**Responsibilities/Duties:** Responsible for account maintenance for a municipal retirement plan. Performs a variety of financial reporting and related accounting functions to ensure compliance and conformance with established policies procedures of the Board and MGL Chapter 32.

**Qualifications:**

College graduate with course work in business administration, financial accounting, public policy, or public administration or equivalent combination of education and relevant business or government experience. Municipal experience preferred.

- Strong mathematical, organizational and problem solving skills with strong attention to
- Detail
- Proficient in the use of computers, including word processing and spreadsheet software
- Ability to understand and interpret retirement laws and regulations
- Ability to follow instructions and function both independently and as a member of a team
- Ability to keep complex records and to prepare periodic reports from such records
- Ability to establish and maintain effective and congenial working relationships with the membership, employers, other members of the public and retirement staff

Ability to communicate effectively and professionally with the public; well-developed written communications skills; the ability to communicate complex information concisely and effectively in person or via telephone.

To view the entire job description: <https://www.berkshireretirement.com/openpositions>

**Salary:** \$52,000-\$60,000

**To Apply for this Position:**

Please provide a letter of interest, resume and references to: Sheila LaBarbera, Executive Director by email to [sheila@berkshireretirement.com](mailto:sheila@berkshireretirement.com) – job title must be listed in the subject matter of the email.

Applications may also be mailed to: Berkshire County Retirement Board, 29 Dunham Mall, Pittsfield, MA 01201. Applications will be accepted until the position has been filled. No phone calls please.